

March 2008

# TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

## ARCHITECTURAL REVIEW BOARD

### APPLICATION FOR AN AMENDMENT TO AN APPROVED APPLICATION

The undersigned hereby applies for an Amendment to an Approved Application under the provisions of § 58-76 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that the applicant or a duly appointed representative must be present at the public hearing.

Submittal of this form with original signatures is **required**. *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

#### Subject Property Information

Address of Subject Property: \_\_\_\_\_

Brief Description of Proposal: \_\_\_\_\_

Name of Business Establishment  
Associated with this Application: \_\_\_\_\_

Building/Development Name: \_\_\_\_\_

Lot area (site area): \_\_\_\_\_

Type of Use (please specify whether  
commercial, industrial, office,  
residential, or other): \_\_\_\_\_

Related Applications or Plans (i.e.  
Site Plan, Plan Revision, SE, BZA)  
and Date of Approval (if applicable): \_\_\_\_\_

#### Applicant Information

Name and Title of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Telephone Number(s) where Property  
Owner may be reached: \_\_\_\_\_

Fax number of Property Owner: \_\_\_\_\_

E-mail address of Property Owner: \_\_\_\_\_

Signature of Property Owner  
(Applicant): \_\_\_\_\_

(Original Signature Required. No faxes or  
stamps.)

## ARCHITECTURAL REVIEW BOARD

### AMENDMENT TO AN APPROVED APPLICATION - continued

#### Agent or Representative Information (If different than above.)

Name and Title of Agent or  
Representative:

Mailing Address of Agent or  
Representative:

Telephone Number(s) where Agent or  
Representative may be reached:

Fax number of Agent or  
Representative:

E-mail of Agent or Representative:

Signature of Agent or  
Representative:

(Original Signature Required. No faxes or  
stamps.)

#### Tenant Information (If applicable)

Name and Title of Tenant:

Mailing Address of Tenant:

Telephone Number(s) where Tenant  
may be reached:

Fax number of Tenant:

E-mail of Tenant:

Signature of Tenant:

(Original Signature Required. No faxes or  
stamps.)

#### For Office Use Only:

Application Received by:	Date:	
Fee Paid:	Case No:	
Public Hearing Date:	Action:	
Tax Map Reference Number:	Zoning District:	
Status of Taxes:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

## ARCHITECTURAL REVIEW BOARD

### AMENDMENT TO AN APPROVED APPLICATION - continued

#### APPLICATION REQUIREMENTS

**Item**

- 1** One (1) letter describing the proposed amendment to the approved application and a list of all materials submitted.
- 2** One (1) completed application form with all required signatures, including the signature of the subject property's owner.
- 3** Application fee payable by either check or cash. Credit cards are not accepted.
- 4** Labeled photographs of areas and/or elevations that are affected by the amendment.
- 5** When applicable, six (6) folded copies of the elevation drawings. All proposed materials, colors and their locations on the building must be indicated. These additional copies may be omitted for applications proposing a paint color change only.
- 6** When applicable, six (6) folded copies of the approved Site Plan.
- 7** Samples of all exterior building materials proposed for the amendment, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
- 8** When applicable, six (6) copies of the manufacturer's cut or spec sheets for any amended exterior elements such as light fixtures, windows, doors and ornamental features.
- 9** One (1) electronic copy of the drawings, photographs (if digital), cut sheets and any other required materials that are available electronically. Architecturals must be in pdf format.